



PROGRAM COORDINATOR, EXTENDED LEARNING JOB POSTING

P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resources schools and communities.

Location:	P.S. ARTS Office, Los Angeles
Schedule:	Office Hours 9 _{AM} – 5 _{PM} , but must be able to work some nights and weekends
Travel:	Travel to assigned districts' school sites for site visits and events is required
Designation:	Full-time; Non-exempt
Pay Rate:	\$29.00 / hour
Benefits:	Medical, Dental, Vision, Life & Disability, 401k (unmatched), and FSA eligible
Start Date:	September 2024

Position Overview:

The Coordinator is responsible for the coordination, implementation, and maintenance of assigned programs and community outreach activities in assigned school districts. The Coordinator works under the guidance of their supervisor, and in collaboration with their team to ensure program and partnership quality – including logistical, administrative, budgetary, and physical program support. The Coordinator acts as the primary liaison for faculty, school site administrators and personnel, and program partners in assigned districts.

Extended Learning

P.S. ARTS' Extended Learning programs include after-school, summer, and community-based programming. Signature programs include the national award-winning after school theater program – Inside Out Community Arts and a lunch-time visual arts program for middle schoolers – Student Art Club (SAC) Lunch.

This Coordinator position will be responsible for programming in connection with P.S. ARTS' partnership with the Think Together organization, and includes coordination of programming in Paramount USD and Cucamonga SD. Assigned districts are subject to change.

The Coordinator's primary responsibilities include the following:

- Coordinate logistics for Extended Learning programming in assigned districts – program and Faculty schedules (including subs, if needed), supply orders, community events, etc.;
- Serve as a liaison for partner school administrators, school site personnel, Faculty in assigned district(s), and other community partners; *
- Travel to school sites to provide on-site support, meet with school administrators, contribute to a creative and effective learning environment in our classrooms; *
- Supervise assigned Faculty – onboarding, scheduling, and payroll; *
- Provide administrative and performance-related support to assigned Faculty;
- Oversee and track Faculty compliance with P.S. ARTS policies and expectations, including curriculum documentation, instruction, and evaluation protocols;
- Budgeting – with oversight draft district budgets and track spending/expenses; *
- Gather and prepare data for assigned school districts – surveys, attendance and enrollment data, etc.;
- Monitor program and instruction quality, and efficiency in assigned districts; and
- Participate in Family Arts Nights, special projects, and programs events as needed. *

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Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change in response to organization need at the discretion of the CEO.

* A criminal history may have a direct, adverse, and negative relationship on these identified job responsibilities potentially resulting in the withdrawal of a conditional offer of employment.

Knowledge, Skills & Abilities

- 2+ years of experience in program coordination, administration, or management
- Strong administrative skills with demonstrated ability to prioritize tasks and deadlines
- Excellent communication skills with a collaborative spirit to represent P.S. ARTS
- Demonstrated ability to work with and oversee a multi-disciplinary team
- An attention to detail with experience reading and maintaining multiple budgets
- Experience serving as a main point of contact and/or liaison for stakeholders
- Familiarity or practice in an arts discipline or with arts education
- Bilingual in Spanish/English, strongly preferred

Working Conditions:

- Lift, push, or carry supplies, equipment, instruments, or furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Potential work with video equipment, video recording and/or being recorded.
- Travel and attend meetings and events outside of your worksite, which may require occasional use of a motor vehicle for transportation to other locations. Due to responsibilities requiring travel to locations not easily accessible by public transportation, driving may be an essential job responsibility for this position.

About P.S. ARTS:

P.S. ARTS encourages all employees to feel empowered by and model the Organization's values of Art, Community, Equity, Innovation and Excellence.

The P.S. ARTS team is a diverse group of people with different skillsets and experiences, from various cultures and backgrounds with one thing in common – a dedication to arts education. We're all here to make a difference and we know nonprofit work is hard, so we try to be thoughtful about building a rounded compensation package that includes health and welfare benefits, an excellent paid holiday schedule, etc. Please feel free to ask us about it!

How to Apply:

Please submit a cover letter and resume to jobs@psarts.org, subject line: "Program Coordinator"
Please no hardcopies or phone calls.

APPLICATION DEADLINE: September 30, 2024

P.S. ARTS is an equal opportunity employer and dedicated to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation.

As proponents of the human right to claim equity and quality of life, we strive, through our operations and arts education programs, to increase collective knowledge, means, and actions that recognize resources and levels of support must be tailored to the unique needs of individuals and communities in order for all people to have equal opportunities for success.

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